

SCHOHARIE COUNTY YOUTH BUREAU

RFP Application for Schools and Community-Based Organizations

This form must be received no later than 4:00 PM on May 23, 2003 by the Schoharie County Youth Bureau.

1. School/Organization Name: _____
2. Principal/Director: _____
3. Mailing Address: _____

4. Contact person: _____
5. Telephone Number: (phone) _____ (fax) _____
6. Target Audience: _____

7. **Program Narrative.** Each entry must include the following:

Note: The values in parentheses are the maximum number of points that can be received in each category. (Maximum of 4 pages, not including supporting documentation.)

A. Executive Summary

- Please provide a summary of no more than one page describing your program.

B. Statement of Need (20 points)

- Problem/Need. *Why did you start the program?*
- Target Population. *Who does the program serve?*
- Geographic Area. *Where will the program take place?*

C. Program Objectives, Monitoring, and Evaluation (20 points)

- Objectives. *What outcomes do you expect?*
- Monitoring. *Who will be responsible for tracking the progress of the program and how will the results be shared/used?*
- Evaluation. *What indicators will you use to determine the effectiveness of the program?*

D. Service Methods (50 points)

- Specific Activities. *What is creative and unique about your program?*
- Specific Elements. *Does the program address issues such as conservation, recreation, service, cultural enrichment, diversity awareness, and/or experiential learning?*
- ****Youth Involvement.** *How are youth involved in the decision-making of program development, activities, etc.?*
- Parent Involvement. *How are parents involved in the program?*

****Youth Involvement should be a major component of the program and will alone account for 20 points.**

E. Organizational Description and Qualifications (10 points)

- Organizational Experience.
- Personnel.
- Volunteers.
- Board of Directors.

Note: All entries will become the property of the Schoharie County Youth Bureau and will not be returned to the school or community-based organization.